

Idaho State Historical Society
Financial Services
Quarterly Report
July-September 2001

Overview:

Ongoing - Continue database of projected expenditures as purchase request forms are received. Process expenditure vouchers, receipt transactions and maintain control of appropriation and cash balances. Prepare management reports for review by administrators, Director and Trustees. Process payroll and personnel transactions. Facilitate personnel proceedings and maintain records. Maintain publications inventory. Bill for agency services and sales.

In addition to our routine monthly activities the fiscal office:

July:

1. Submit revised FY2003 budget enhancement requests to Board of Education.
2. Train new staff and catch up on some of the backlog of activities.
3. Calculate and report NHPRC expenditures and cash balances for Steve Walker.
4. Compiled performance report.
5. Revised monthly reports for FY2002 data.
6. Prepared NPS Challenge Cost Share grant application

August:

1. Revised procedures for notifying workgroups when payments are received on receivables accounts.
2. Met with Jeff Shinn to cover final budget package.
3. Prepared and submitted final FY 2003 budget package to Board of Education.
4. Submitted request for 1st of NPS Cost Share grant funds.
1. Updated posting of SHPO grant disbursements and requested funds.

September:

1. Complete end of year reports for State Controllers Office.
2. Review with SHPO staff and Steve G. need for additional match to qualify to collect final Federal FY 2001 SHPO grant funds.
3. Calculate impact of 2% Governor's Holdback, submit plan to Board of Education, prepare transactions and post to STARS accounting system.
4. Update 5 year facilities plan.
1. Prepare report for SHPO of FY2002 salary needs calculation.
6. Research and report financial trends analysis for Legislative Auditor's Office.

- 7 Review 3 year travel and other costs history of SHPO grant.

Projects Underway:

1. Respond to additional budget package inquiries from DFM and LBO.
2. Prepare Federal grant reports.
3. Review completed lists of inventoried equipment and process disposal requests.
4. Review equipment and capital outlay purchase and disposal records and update SCO FAS system records.
5. Complete final SHPO grant records through September and submit requests for payment.
6. Prepare indirect cost report based on FY2001.

Personnel:

The good news is that Shari Kaiser and Barbara Hansen rapidly learned their responsibilities and are now expanding their skills. Jeanne and I hope this will smooth out the operations of the fiscal office once we catch up on the backlog which accumulated during the vacancy of the clerks position and training period. Fortunately, during this round of funding hold backs, there was no reduction in staff for any workgroup. It would be truly devastating for the Fiscal Office to loose any of our positions.

Gifts and Donations:

No gifts or donations to the Fiscal Office.

Programs Presented:

No programs to the public presented by Financial Services staff.

Calendar of Events:

Not Applicable.

Number of patrons or visitors:

Not Applicable.

Submitted by:

V. L. Huntsinger
Thank you.